

NOTE: THIS FORM MUST BE COMPLETED ONLY FOR THOSE ITEMS WITH AN ACQUISITION COST OF \$5,000 EACH.

1. Enter the name of Applicant Agency, Project Number, Project Title, and Project Dates indicated on Page 1 of Traffic Safety Project Agreement, Form OTS-38.
2. Enter the date equipment was received.
3. Enter short description of equipment including make, model, and serial number.
4. Enter total amount of Federal funds used toward purchase of this equipment including sales tax, cost of modification, installation, attachments, accessories or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired less any discounts. Removable items such as lights, bars, etc., should be listed separately if they have a unit cost of \$5,000 or more.
5. Enter the name and address of the department where the equipment is physically located.
6. At time of certification or at the end of project, the current fair market value should be listed. Current Fair Market Value can be determined through dealer quotes, appraisal, or expert opinion.
7. Provide a brief description of the method used to determine current fair market value. Include sources if based on dealer quotes, appraisals, or expert opinion. If book value used, indicate the useful life and depreciation method used.
8. Signatures of the current Project Director and Fiscal or Accounting Official from Page 1 of the project agreement are required.
9. This section is to be filled out for the final claim process only. Once property is reported to OTS with a value less than \$5,000, no further reporting is necessary. If value at the end of project term is reported at more than \$5,000, annual certifications will be required until the value is reported at less than \$5,000 or request is made to OTS for other disposition.